



B.E. International Program

Faculty of Economics, Thammasat University



Registration Schedule & Registration Instructions

**Please read carefully. For any questions, please contact the B.E. program in person
or at patcharapim@econ.tu.ac.th**

Registration and Fee Payment Schedule for Semester S/2015

Student ID	Pre-Registration (BE Portal)	Registration (Reg TU)	Fee Payment
55-56xxx	Tuesday, May 10, 2016 9 AM – 11.59 PM	Monday, May 23, 2016 9 AM – 11.59 PM	May 23 - 26, 2016 at any Kasikorn Bank's service counter.
57xxx	Wednesday, May 11, 2016 9 AM – 11.59 PM	Tuesday, May 24, 2016 9 AM – 11.59 PM	
58xxx	Thursday, May 12, 2016 9 AM – 11.59 PM	Wednesday, May 25, 2016 9 AM – 11.59 PM	

Semester S/2015 Schedule

	Time Period	Add&Drop (Reg TU)	Tuition payment	Drop (Send request form)	Withdrawal	
EE302	June 6 – July 29	June 6 - 13	June 6 - 14	-	July 6 - 11	Via www.reg.tu.ac.th
EE362	June 28, July 27	June 6 - 13	June 6 - 14	June 28 – July 4	July 15 - 21	Send request form
EE551	July 4 – Aug 4	June 6 - 13	Not need	July 4 - 7	July 14 - 15	Send request form
EE561	July 4 – Aug 4	June 6 - 13	paying fee	July 4 - 7	July 14 - 15	Send request form
FN241	June 6 – July 29	June 6 - 13	June 6 - 14	-	July 6 - 11	Via www.reg.tu.ac.th
MK322	June 6 – July 29	June 6 - 13	June 6 - 14	-	July 6 - 11	Via www.reg.tu.ac.th
ST217	July 13 – Aug 5	June 6 - 13	June 6 - 14	July 13 - 22	Aug 1 - 3	Send request form

Understand “Pre-registration” and “Registration”

- Student registration will be considered a “complete” registration only if the students have successfully pre-registered via BE Portal and registered via reg.tu.ac.th on the date corresponding to those announced by the program.
- Pre-registration must be proceeded the same way with registration on reg.tu.ac.th. All students are required to (1.) pre-register via BE Portal in order to reserve quotas for the particular courses during 10-12 May, 2016 and (2.) register via reg.tu.ac.th to confirm their registration during 23-25 May, 2016. and make payment during 23-26 May, 2016.
- Student who have successfully pre-registered via BE Portal will be reserved quotas for the particular courses on reg.tu.ac.th. And on the registration day, students must repeat the whole process again on reg.tu.ac.th to print the payment bills.

Pre - Registration (BE Portal) Instructions

1. Students must carefully check their intended to registered courses, time tables as well as the relevant examination dates which are all provided in the ‘INFORMATION PACKAGE FOR ADVANCE REGITERATION, SEMEATER S/2015’ in BE-Moodle.

2. The online pre - registration via BE portal website (<http://be-portal.econ.tu.ac.th/>) will be officially accessible from 9.00 of May 10th to 23.59 of May 12th

3. Students must carefully check the prerequisites for courses. If the students have not completed the prerequisites the system would automatically cancel their registration.

4. Do not leave selected course(s) in the table on the registration page if you do not intend to choose them.

5. Students who fail to pre-register via BE-Portal during their assigned pre-registration periods will not be able to register on reg.tu.ac.th until Add-Drop period. Also, 45 baht late registration fee will be applied on registration during Add-Drop period.

6. Students who would like to register courses that require instructor’s consent must submit (i.) General Request Form (with advisor’s and instructor’s approval) and (ii.) Transcript (printed from reg.tu.ac.th)

7. Students who have any registering problems other than aforementioned, for example financial shortage, overlapped schedule or any failure to register any courses and wish to be specifically considered must submit the following documents before **May 16, 2016**: (i.) General Request Form (with advisor’s approval) and (ii.) Transcript (printed from reg.tu.ac.th).

****The program will not be responsible for any delays or requests that fail to attach the required documents.****

- Procedure of consideration

The requests will be individually considered. Any declines or approvals are based on the meticulous consideration. The program will be announcing those names who have been approved on BE-Moodle.

- Students whose requests are approved will be automatically reserved quotas on reg.tu.ac.th. On the registration date, the students must register all pre-registered courses (same courses as they pre-registered via BE Portal) and add the approved courses on the registration date.

Note: Students who are not able to hand in the request forms personally must notify the office by emailing patcharapim@econ.tu.ac.th or calling the program within the relevant period.

7. We strongly suggest that you take the time to read the Online Registration Manual carefully.

Registration (Reg TU) Instructions

1. Students must carefully check their intended to registered courses, time tables as well as the relevant examination dates which are all provided in the 'INFORMATION PACKAGE FOR ADVANCE REGITERATION, SEMEATER S/2015' in BE-Moodle.

2. The online registration via university website (www.reg.tu.ac.th) will be officially accessible from 9.00 of May 23rd to 23.59 of May 25th

3. Students must complete all prerequisites for courses.

4. Do not leave selected course(s) in the table on the registration page if you do not intend to choose them.

5. Students are allowed to register only the courses they have pre-registered on BE Portal. Any courses other than their pre-registered courses lists will be unpermitted. Students will be able to change (add) other courses during Add-Drop period.

6. Payment can be made in cash by submitting an invoice with barcode at any Kasikorn Bank service counter. Kasikorn Bank will report your payment to the B.E. office and students need not deliver the transfer slip to the B.E. office.

7. Students are allowed to register only the date corresponding to those announced by the program. The confirmations of their registrations are final, hence, cannot be revised or edited. Any changes are possible again during the Add-Drop period.

8. Any students fail to make the payment in time, specified by the program will be subjected to the cancellation of all courses registered. The students will need to register again during the Add-Drop period and will be subjected to a fine of THB45/day for not being able to register in time.

Note that courses that can be registered are only those with available seats left, the program will not be responsible if the intended to registered courses are full.

9. We strongly suggest that you take the time to read the Online Registration Manual carefully.

Add-Drop Process

1. Students can edit the list of courses registered during the add-drop period (as long as the courses are available). If the students already confirm the change, any further editing cannot be proceeded unless the payment had been made.

2. If students had already added and confirm the change but wish to withdraw the added courses, students must pay the relevant fees to be able to withdraw the course.

	Time Period	Add&Drop (Reg TU)	Tuition payment	Drop (Send request form)
EE302	June 6 – July 29	June 6 - 13	June 6 - 14	-
EE362	June 28, July 27	June 6 - 13	June 6 - 14	June 28 – July 4
EE551	July 4 – Aug 4	June 6 - 13	Not need paying fee	July 4 - 7
EE561	July 4 – Aug 4	June 6 - 13		July 4 - 7
FN241	June 6 – July 29	June 6 - 13	June 6 - 14	-
MK322	June 6 – July 29	June 6 - 13	June 6 - 14	-
ST217	July 13 – Aug 5	June 6 - 13	June 6 - 14	July 13 - 22

For any questions about registration, please contact Khun Patcharapim Vitayakaseat, B.E. Academic Coordinator at patcharapim@econ.tu.ac.th.

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